2010-2011 Follow-Up Data Entry Instructions

On the eTIGER home page, in the menu on the left, there are three links related to Secondary Placement Data Reporting:
1. **Follow-up Entry -** under "Class/Course Rosters**",** to enter survey results
2. **District Approval -** under "Utilities**",** to approve system follow-up data
3. **Follow-up Report -** under "Reports**",** to generate the Follow-up Report

Due to the merger of eTIGER and EIS, beginning from 2010-2011 school year, follow-up concentrator list will be generated from two different data sources, **ICR** (eTIGER database) and **EIS** (EIS database). The only different data process between ICR and EIS is the save procedure. The changes of data to ICR is a real-time process (save to database and show on the screen immediately), the changes of data to EIS is a batch process (show in pink as pending and process overnight to save to database).

Prepare Concentrator List for Follow-up Report of 2010-2011

On *eTIGER,* the follow-up data entry list of the year is generated automatically based on the grade and concentrator status of the students. This final follow-up data entry list may need adjustment because some CTE concentrators may:
    1) delay the graduation;
    2) graduate early;
    3) become a concentrator in more than one program area; or
    4) be indicated in the same program area for more than one time.

To view the follow-up concentrator list from eTIGER
- Log on to *eTIGER*.
- Click on "Follow-up Entry" under "School/Course Rosters".
- Select school year of "2010-2011".
- Check column of "Perkins Version" listed all "4".
- Column "Data Source" indicates where the record retrieved from.

Exclude the duplicate concentrators from the list
- Check "Exclude" on the follow-up data entry screen of the student.
- Put "duplicate" in "comments" to indicate this student is a duplicate concentrator to be excluded.
- Click "Save Follow-up Data" to save the excluding checkmark and comment.
- Records with "Exclude" checked will be able to be excluded from the follow-up report.

Note: Be aware that you may have duplicate concentrators in the same program area (need to be corrected) or in different program areas (exclude from the report).

Correct the Duplicate Concentrator in the Same Program Area (change concentrator status)

Though a CTE student may possibly become a concentrator in different program areas if he or she meets the Perkins IV concentrator definition of "earned three credits in a program area", the same student can only become a concentrator in the same program area **ONE** time.

If the duplicate concentrators listed on "follow-up entry" screen are in the same program area, follow the steps below to correct data:

- Collect the following information of a duplicate concentrator from "Follow-up Entry" screen -- school; student's name, SSN, and State ID; course number, and year of course taken.
- Went back to the course listed to change the concentrator's status of this student. You need to un-attest the class (to allow the update) and re-attest the class (to assure the accuracy of the data). Also refer to "Teacher Tutorial" page 28-31 for the details of changing concentrator's status.
- The changes of oncentrator's status may take an extra day for extract process (if the data source is EIS). Click on "Follow-up Entry" and select school year "2010-2011" again. Those duplicate concentrators in the same program area should been removed from the list.

Place Concentrators Who Have A Delayed Graduation (change report year)
- Click on "Follow-up Entry" under "School/Course Rosters".
- Select the year of the expected follow-up (a year after the graduation) for this student under "Report Year". (Please indicate the reason in "comments" column.)
- Click "Save Follow-up data" at the bottom of the screen.
- This student will be removed from 2010-2011 follow-up entry screen and placed into the year just selected.
- It may take an extra day for extract process (if the data source of changed record is EIS).
- Select the "Report Year" on the top of this screen to switch to the newly selected follow-up report year for the follow-up entry screen to view this placed student from the list.

Place Concentrators Who Have An Early Graduation (change report year)
- Click on "Follow-up Entry" and select the originally expected follow-up school year for this student. (For example, 2011-2012)
- Find the student on the list, change the "Report Year" of this student to the expected follow-up (a year after the graduation), for example, 2010-2011. Click "Save Follow-up Data" at the bottom of the screen.
- This student will be removed from 2011-2012 follow-up entry screen and added into the 2010-2011 follow-up entry list.
- It may take an extra day for extract process (if the data source of changed record is EIS).
- Select the "Report Year" on the top of this screen to switch to the newly selected follow-up report year for the follow-up entry screen to view this placed student from the list.

Entering Follow-up Survey Results
Click "Follow-up Entry" under "Class/Course Rosters" to enter your survey results. Be sure to verify the concentrator's name and social security number/state id before entering any survey results. (Email Tina at Tina.McNeal@tn.gov if a student's name or SSN/State ID is incorrect.)

1. Click District/School System and select Report Year (2010-2011 for the current year); then click "Generate List" to retrieve the list of concentrators. You may change the number of "Records per Page" from "15" (default) to list all of your concentrators at one time.

2. At your convenience, you may also generate the concentrator list not only for the whole system, but also for the selected "School".
3. Due to the complexity of merging two databases the "Program Area", or "Program Area of the selected School" options were removed.
4. Click the following columns to enter the data:
    a. "Grad." for Graduated (note: **Only graduated concentrators will be included in Perkins Report.**)
    b. Post-Secondary
        i. Post-Secondary Institution Enrolled, click to select the post secondary institution from the dropdown list. (Email Tina if the reported institution is not listed.)
        ii. Took Remedial Courses
        iii. Used Dual Credits
        iv. Tech Prep (articulated course credits/dual credits awarded)
        v. Licenses or Certificates (post-secondary licenses or certificates awarded)
    c. Military
    d. Employed
    e. Not_Placed
    f. Not_Located
    g. Other (can't be reported to above "b" through "f", also put explanation in "Comments")
    h. Related to High School CTE area of concentration
5. Click "Exclude" if you choose not to include this concentrator in the follow-up survey and indicate the reason in the "Comments" column.
6. In all records, the "Report Year" should be listed as "2010-2011".
7. Use the "Comments" column to include any explanation of changes to the data.

Note: Be sure to click "Save Follow-up Data" frequently to avoid data loss.
(There is a 20-minute maximum idle period for *eTIGER*). It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data.

Approving System Follow-up Data
This is the last step of reporting the follow-up survey.
1. Click "District Approval" under "Utilities".
2. On the "District Approval" window, click "Approve Follow-up Correct" to approve the follow-up results. Your follow-up data are locked in *eTIGER* after approval.
3. If you need to modify follow-up data, remove the lock on the data by selecting "Cancel Approved Follow-up Correct" after clicking "District Approval".
4. Be sure to approve your data again. Only the approved data will be included in the State School Report Card and Perkins Report.

Generating the Follow-up Report
1. Click "Follow-up Report" under "Reports" to generate the follow-up report. It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data before showing on the report.
2. You may select to exclude or not exclude the concentrators indicated in "Follow-up Entry" for your report. **Select "No" for "Report Excluded" to not include duplicate concentrators and generate only the 2010-2011 Perkins IV concentrators' follow-up results.**

3. The response percentage of the following columns will be calculated:
    a. Competency Attained 75% or More
    b. Graduated
    c. Post-Secondary
           i.   Post-Secondary Institution Enrolled
           ii. Remedial Courses Taken
           iii. Dual Credits Used
           iv. Tech Prep
    d. Licenses or Certificates
    e. Military
    f. Employed
    g. Not_Placed
    h. Not_Located
    i. Other
    j. Related to High School CTE Area of Concentration
4. Survey Response Rate and 5S1, Secondary Placement, Core Indicator of the Perkins Report are included in the report.
5. You may save the follow-up report in HTM/HTML format and then open from Excel to manipulate the reported follow-up data.